

# **APPLICATION INSTRUCTIONS FOR AN INDIANA ACCOUNTANCY CERTIFICATE**

**Thank you for your interest in practicing accountancy in the State of Indiana.  
Below please find a list of application requirements needed in order to be considered  
for the issuance of an accountancy certificate in the State of Indiana.**

## **ISSUANCE OF AN INDIANA CPA CERTIFICATE**

If you passed the CPA examination under Indiana rules and you do not hold a license in any other jurisdiction, the following information is needed in order to apply for a CPA certificate.

1. Complete and notarized application.  
Form #1  
Form #2: Part I (if applicable)  
Form #3
2. Official transcript(s) from college/university showing receipt of baccalaureate degree bearing the imprint of the seal of the school. This information will be forwarded to our office by CPA Examination Services.
3. Verification of CPA examination grades. This information will be forwarded to our office by CPA Examination Services.
4. Verification of twenty-four (24) months of work experience. This experience must be verified by the holder of an active CPA license. Please list complete names and addresses of these licensees on Form #3 of the application. Our agency will send out employment verification forms to the addresses listed on this form.

## **TRANSFER OF CPA EXAMINATION GRADES**

As a transfer of grades applicant you may be considered for a CPA certificate, if your grades are accepted by the Board. Your grades would be accepted, if the credit earned would have been given under the requirements applicable in Indiana at the time the candidate took the examination. Normally these applicants do not hold a license in any other state. The following information is needed for a completed application.

1. Complete and notarized application.  
Form #1  
Form #2: Part I (if applicable)  
Form #3
2. Application fee - \$75.00
3. Official transcript(s) from college/university showing receipt of baccalaureate degree bearing the imprint of the seal of the school. The transcripts cannot be a copy issued to the student.
4. Verification of CPA examination grades. This information must come from the jurisdiction where you sat for the examination.

5. Verification of twenty-four (24) months of work experience. This experience must be verified by the holder of an active CPA license. Please list complete names and addresses of these licensees on Form #3 of the application. Our agency will send out employment verification forms to the addresses listed on this form.

#### **ISSUANCE OF A RECIPROCAL CPA CERTIFICATE**

You may apply by reciprocity, if you hold an active CPA license in another jurisdiction. The following information is needed for a completed application.

1. Complete and notarized application.  
Form #1  
Form #2: Part I (if applicable)  
Form #3
2. Application Fee - \$75.00
3. Official transcript(s) from college/university showing receipt of baccalaureate degree bearing the imprint of the seal of the school. The transcripts cannot be a copy issued to the student.
4. Verification of CPA examination grades. This information must come from the jurisdiction where you sat for the examination.
5. Verification of licensure from the state of issuance. This information must come from the jurisdiction that issued the license.
6. Verification of forty-eight (48)) months of work experience. This experience must be verified by the holder of an active CPA license. This experience must have been gained within ten (10) years prior to the date of the application. Please list complete names and addresses of these licensees on Form #3 of the application. Our agency will send out employment verification forms to the addresses listed on this form.
7. Proof of completion of 120 hours of CPE if licensed for more than four (4) years. CPE must have been obtained within the immediate three (3) years prior to the date of the application and should include the following: 12 hours of A&A; 2 hours of ethics for accountants; No more than 50% in self-study.

#### **ISSUANCE OF AN INDIANA AP CERTIFICATE**

If you passed the AP examination under Indiana rules and you do not hold a license in any other jurisdiction, the following information is needed for a completed AP application.

1. Complete and notarized application.  
Form #1  
Form #2: Part I (if applicable); Part II  
Form #3
2. Official transcript(s) from college/university showing receipt of baccalaureate degree bearing the imprint of the seal of the school. This information will be forwarded to our office by CPA Examination Services.

3. Verification of AP examination grades. This information will be forwarded to our office by CPA Examination Services.
4. Verification of twenty-four (24) months of work experience. This experience must be verified by the holder of an active licensee. Please list complete names and addresses of these licensees on Form #3 of the application. Our agency will send out employment verification forms to the addresses listed on this form.

Please mail the completed application to the address below:

INDIANA PROFESSIONAL LICENSING AGENCY  
ATTN: INDIANA BOARD OF ACCOUNTANCY  
402 WEST WASHINGTON STREET, ROOM W072  
INDIANAPOLIS, INIDANA 46204-2700

**Upon completion of your application it will be reviewed by the Indiana Board of Accountancy. After review, you will be notified by mail of the Board's decision. The Board normally meets every third Friday of the month.**